

CABINET MEMBER DECISION

Decision:

AWARD OF FRAMEWORK AGREEMENT FOR THE PROVISION OF OFFICE STATIONERY

(i) Details of decision

The Cabinet Member for Property and Business Services:

1. approved the award of a framework agreement (which sets out the terms and conditions under which specific purchases known as “call-offs” can be made on behalf of the Council during the term of the framework agreement) to Banner Group Limited for four years from 1 September 2017 in accordance with information on the contract tendering process as set out in the Part 2 report;
2. noted that the duration of each call off agreement will be two years with the option to extend for a further two years one year at a time; and
3. noted that over the full term of the framework, the anticipated value is £900,000 (approximately £225,000 per annum).

(ii) Reasons for decision

Surrey County Council (SCC) currently has separate contracts for office stationery and printer consumables (that fall outside the scope of the Multi-Function Device contract), both of which expire on 31 August 2017. The Council conducted an Official Journal of the European Union (OJEU) tender process, in compliance with the requirements of the Public Contracts Regulations 2015 and the Council's Procurement Standing Orders. A thorough evaluation process has identified awarding the framework to Banner Group Limited will provide the Council with the best value for money.

(iii) Details of any alternative options considered and rejected

None

(iv) Details of any consultation and representations received not included in the published report

None

Conflicts of Interest and any Dispensations Granted

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded and any dispensations granted by the Audit and Governance Committee)

None

Decision taken by:

- (i) **Name:** Mr Tim Oliver
- (ii) **Portfolio:** Cabinet Member for Property and Business Services

Date of Decision: 13 June 2017

Date of Publication of Record of Decision: 13 June 2017

Date decision effective (i.e. 5 working days after date of publication of record of decision unless subject to call-in by the Corporate Services Select Committee):
21 June 2017